



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

Teleworkers at OPI will need to follow the State of Montana Teleworker Guide. Some items for consideration regarding whether a teleworker arrangement will be a good fit for you are:

1. Telework arrangement details will be decided by the supervisor and employee and approved by the Human Resource Manager. A written agreement will be utilized and reviewed on a regular basis.
2. Employee must demonstrate self motivation, self discipline, and the ability to work independently, manage distractions, and meet deadlines.
3. The employee's needs for computer technical support must be minimal and cost effective for OPI. Equipment is provided by OPI and trouble shooting and repair will be provided according to IT staff schedules and availability.
4. Employees must manage dependent care and personal responsibilities in a way that allows them to successfully meet job responsibilities. If dependent care would be required for office work, it will likely be required for telework.
5. If the telework site is located in the employee's home, the employee will establish and maintain the work site free from distractions.
6. If the employee's home is utilized for telework it must be covered by liability insurance.
7. Worksite location may be provided in lieu of telework arrangement during the time of employment.

To view more information on telework please go to <http://hr.mt.gov/hrpp/guides.mcpx> and select (Telework Program Guide).